

# OFFICIAL CONTRACT RECORD CHECKLIST - PRE-AWARD

(EFARS Subpart 4, Section 802)

CONTRACT NUMBER	DATE	<input type="checkbox"/> ADVERTISED <input type="checkbox"/> NEGOTIATED
SOLICITATION NUMBER	TYPE OF CONTRACT: <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> ARCHITECT ENGINEER <input type="checkbox"/> SUPPLY <input type="checkbox"/> SERVICE <input type="checkbox"/> OTHER	
CONTRACTOR		

## SECTION A - PRE-AWARD

TAB	ITEM	CHECK COLUMN IF APPLICABLE	CHECK COLUMN IF IN FILE OR WRITE IN LOCATION	DATE OF ACTION
	1. PURCHASE REQUEST WITH COMPLETE SPECIFICATIONS FOR SUPPLY OR CONSTRUCTION, OR PERFORMANCE WORK STATEMENT FOR SERVICES.			
	a. ACQUISITION PLAN, IF REQUIRED			
	b. EVIDENCE OF REVIEW OF SPECIFICATION/PWS			
	c. OTHER PRE-SOLICITATION DOCUMENTATION			
	d. WAGE RATES REQUESTED (SVC.)			
	2. JUSTIFICATION AND APPROVALS, DETERMINATIONS AND FINDINGS, ASSOCIATED CORRESPONDENCE.			
	a. JUSTIFICATION FOR RATE OF LIQUIDATED DAMAGES USED.			
	b. JUSTIFICATION FOR TYPE OF CONTRACT USED, IF REQUIRED.			
	3. EVIDENCE OF AVAILABILITY OF FUNDS.			
	4. SYNOPSIS OF PROPOSED ACQUISITION AS PUBLISHED IN CBD.			
	5. PRE-SOLICITATION NOTICE AND RECORD OF DISTRIBUTION.			
	a. BIDDERS MAILING LIST; JUSTIFICATION FOR LIMITED LIST; EVIDENCE THAT FIRMS WERE CHECKED AGAINST DEBARRED BIDDERS LISTS; LIST OF FIRMS OR PERSONS WHOSE REQUESTS FOR COPIES OF THE SOLICITATION WERE DENIED, TOGETHER WITH REASONS FOR DENIAL.			
	b. PREQUALIFICATION - JUSTIFICATION AND APPROVAL.			
	6. SMALL BUSINESS SET-ASIDE OR SMALL DISADVANTAGED SET-ASIDE CORRESPONDENCE.			
	7. GOVERNMENT ESTIMATE, SIGNED, DATED, AND APPROVED. BACKUP MATERIAL ON PRICE AND COST DATA OR REFERENCE TO LOCATION.			
	a. PROPRIETARY SPECIFICATION - JUSTIFICATION, APPROVAL AND REPORT TO HQUSACE.			
	8. A COPY OF SOLICITATION, INCLUDING SPECIFICATIONS AND DRAWINGS OR REFERENCE TO LOCATION; AMENDMENTS.			
	a. EVIDENCE OF REVIEW BY COUNSEL.			
	b. MINUTES OF PRE-BID, PRE-DESIGN, AND/OR PRE-NEGOTIATION CONFERENCES.			
	9. SECURITY REQUIREMENTS CHECK LIST (DD FORM 254) AND EVIDENCE OF REQUIRED CLEARANCES.			
	10. ONE COPY EACH SIGNED OFFER/DID WITH BOND, IF REQUIRED. (UNSUCCESSFUL OFFERS MAY BE MAINTAINED SEPARATELY, IF CROSS-REFERENCED IN CONTRACT FILE.) - SEE FAR 4.803(a)(10)(i) thru (iv).			

**SECTION A - PRE-AWARD (CONT'D)**

TAB	ITEM	CHECK COLUMN IF APPLICABLE	CHECK COLUMN IF IN FILE OR WRITE IN LOCATION	DATE OF ACTION
	a. DETERMINATIONS CONCERNING LATE OFFERS.			
	b. ABSTRACT OF BIDS OR SUMMARY OF PROPOSALS.			
	11. CONTRACTOR'S CONTINGENT FEE REPRESENTATION AND OTHER CERTIFICATIONS AND REPRESENTATIONS.			
	12. PRE-AWARD SURVEYS PERFORMED OR REFERENCE TO PREVIOUS SURVEY REPORTS RELIED UPON.			
	13. SOURCE SELECTION DOCUMENTATION:			
	a. PRE-SELECTION DOCUMENTATION.			
	b. SELECTION DOCUMENTATION AND APPROVAL.			
	14. CONTRACTING OFFICER'S DETERMINATION OF CONTRACTOR'S RESPONSIBILITY.			
	15. SMALL BUSINESS ADMINISTRATION CERTIFICATE OF COMPETENCY.			
	16. RECORDS OF CONTRACTOR'S COMPLIANCE WITH LABOR, INCLUDING EEO POLICIES.			
	17. COST OR PRICING DATA (SF 1411) AND CERTIFICATES OF CURRENT COST OR PRICING DATA OR A REQUIRED JUSTIFICATION FOR WAIVER.			
	18. PACKAGING AND TRANSPORTATION DATA.			
	19. COST OR PRICE ANALYSIS.			
	a. TECHNICAL ANALYSIS			
	20. AUDIT REPORTS OR JUSTIFICATION FOR WAIVER.			
	21. PRE-BCM (BUSINESS CLEARANCE MEMORANDUM).			
	a. POST-BCM			
	b. PRICE NEGOTIATION MEMORANDUM			
	22. AUTHORITY FOR DEVIATION FROM -			
	a. FAR, DFARS, AFARS, OR EFARS			
	b. STATUTORY REQUIREMENT			
	c. OTHER RESTRICTIONS			
	23. REQUIRED APPROVALS OF AWARD.			
	a. EVIDENCE OF LEGAL REVIEW.			
	b. VERIFICATION OF BID.			
	24. DOCUMENTATION OF BID REJECTION			
	a. NOTICE TO BIDDERS OF REJECTION OF ALL BIDS, STATING THE REASONS FOR SUCH ACTION.			

SECTION A - PRE-AWARD (CONT'D)				
TAB	ITEM	CHECK COLUMN IF APPLICABLE	CHECK COLUMN IF IN FILE OR WRITE IN LOCATION	DATE OF ACTION
	25. PROTEST AGAINST AWARD.			
	a. MISTAKE IN BID WITH REQUESTS, DETERMINATION, SUBMISSIONS TO HQUSACE AND APPROVALS OR DISAPPROVALS.			
	b. MODIFICATION OR WITHDRAWAL OF BIDS.			
	26. PROTEST OF GOVERNMENT ESTIMATE.			
	27. NOTIFICATION TO LATE BIDDERS/OFFERORS.			
	28. UNBALANCED BIDS.			
	29. NOTICE TO UNSUCCESSFUL BIDDERS/OFFERORS AND RECORD OF DEBRIEFING.			
	30. REPORT OF IDENTICAL BIDS.			
	31. OTHER:			
	a.			
	b.			
	c.			
	d.			